WORD PROCESSOR POLICY

Date of issue:	**April 2019**
Policy review date:	**April 2022**

Policy status:	**SLT Approved**
Responsible member of SLT:	**Nick Haynes**

Contents

Introduction

This policy on the use of word processors in examinations and assessments is reviewed and updated annually, early in the autumn term, on the publication of updated JCQ regulations and guidance contained in the publications <u>Access Arrangements and Reasonable Adjustments</u> and <u>Instructions for conducting examinations.</u>

References to 'AA' relate to JCQ *Access Arrangements and Reasonable Adjustments 2015/16* and ICE to JCQ *Instructions for conducting examinations 2015/16*.

Principles for using a word processor

Monk's Walk School complies with AA section 4 regulations as follows:

(AA 4.2.1)
- Candidates with access to word processors are allowed to do so in order to remove barriers for any disability. The use of a word processor would prevent them from being placed at a substantial disadvantage as a consequence of persistent and significant difficulties.
- The use of word processors is only permitted whilst ensuring that the integrity of the assessment is maintained, at the same time as providing access to assessments for candidate with a disability.

- (AA 4.2.2)
- The use of a word processor is not granted where it will compromise the assessment objectives of the specification in question.

- (AA 4.2.3)
- Candidates may not require the use of a word processor in each specification. As subjects and their methods of assessments may vary, leading to different demands of our candidates, the need for the use of a word processor is considered on a subject-by-subject basis.

(AA 4.2.4)
- The use of a word processor is usually agreed/processed at the start of the course. Candidates are subsequently aware that they will have the use of a word processor for examinations and controlled assessments/coursework.
- Candidates are aware that they will have the use of a word processor for examinations and controlled assessments/coursework.

(AA 4.2.5)
- The use of a word processor for candidates is only granted if it reflects the support given to the candidate as their 'normal way of working', which is defined as support:
  - in the classroom; or
  - working in small groups for reading and/or writing; or
  - literacy support lessons; or
  - literacy intervention strategies; and/or
  - in internal school tests and mock examinations

The use of a word processor

Monk's Walk School complies with AA section 5 as follows:

(AA 5.8.1)
- Provides a word processor with the spelling and grammar check facility/predictive text disabled (switched off) for internal /external exams.
- Only grants the use of a word processor to a candidate where it is their normal way of working (see 4.2.5 above) within the centre.
- Only grants the use of a word processor to a candidate if it is appropriate to their needs (for example, the quality of language significantly improves as a result of using a word processor due to problems with planning and organisation when writing by hand).

(AA 5.8.2)
- Provides access to word processors to candidates in controlled assessments or coursework components as standard practice unless prohibited by the specification.

(AA 5.8.3)
- Allows candidates to use a word processor in an examination to type certain questions, i.e. those requiring extended writing, and handwrite shorter answers.
- Are also aware that examinations which have a significant amount of writing, as well as those that place a greater demand on the need to organise thought and plan extended answers, are those where candidates will frequently need to type. Examinations which require more simplistic answers are often easier to handwrite within the answer booklet. The candidate avoids the difficulty of visually tracking between the question paper and screen.

(AA 5.8.4)
- In all cases, ensures that a word processor cover sheet (Form 4) is completed and attached to each candidate's typed script.
- Does not simply grant the use of a word processor to a candidate because he/she prefers to type rather than write or can work faster on a keyboard, or because he/she uses a laptop at home.

Word processors and their programmes

Monk's Walk School complies with ICE 8.8 instructions by ensuring:
- word processors are used as a type-writer, not as a database, although standard formatting software is acceptable
- word processors have been cleared of any previously stored data, as must any portable storage medium used
- an unauthorised memory stick is not permitted for use by a candidate
- where required, candidates are provided with a memory stick, which has been cleared of any previously stored data, by a nominated member of centre staff
- word processors are in good working order at the time of the examination
- word processors are accommodated in such a way that other candidates are not disturbed and cannot read the screen
- where a candidate using a word processor is accommodated separately, a separate invigilator is used
- word processors are either connected to a printer so that a script can be printed off, or have the facility to print from a portable storage medium

- documents are printed after the examination is over
- candidates are present to verify that the work printed is their own
- word processed scripts are attached to any answer booklet which contains some of the answers
- word processors are used to produce scripts under secure conditions, and if they are not then the centre is aware that they may be refused by the awarding body
- word processors are not used to perform skills which are being assessed
- word processors are not connected to an intranet or any other means of communication.
- candidates are not given access to other applications such as a calculator (where prohibited in the examination), spreadsheets etc when using a word processor
- graphic packages or computer aided design software is not included on a word processor unless permission has been given to use these
- predictive text software or an automatic spelling and grammar check is disabled unless the candidate has been permitted a scribe or is using voice recognition technology (the script must have a scribe cover sheet attached), or the awarding body's specification permits the use of automatic spell checking
- voice recognition technology is not included on word processors unless the candidate has permission to use a scribe or relevant software
- word processors are not used on the candidate's behalf by a third party unless the candidate has permission to use a scribe

Laptops, Tablets and Word Processors

Monk's Walk School further complies with ICE 8.8 instructions by ensuring:
- candidates with word processors are usually given the opportunity to be seated within the main examination hall without the need for separate invigilation
- candidates are reminded that their centre number, candidate number and the unit/component code must appear on each page as a header or footer
- candidates using Notepad or Wordpad software (which do not allow for the insertion of a header or footer) are instructed to handwrite their details as a header or footer once they have finished the examination and printed off their typed script; candidates are also supervised to ensure that they are solely performing this task and not re-reading their answers or amending their work in any way
- each page is appropriately numbered.
- candidates are instructed to use a minimum 14pt font and double spacing
- invigilators remind candidates to save their work at regular intervals
- it is possible to set up 'autosave' onto each laptop/tablet
- candidates granted the use of a word processor are present at the end of the examination when their script is printed off so they can verify that the work printed off is their own.

Centre specific processes
- Candidates are provided with a word processor which is connected to a mains power point, candidates are seated so that other candidates cannot see the laptop screen.

Accommodating word processors in examinations

The use of word processors at Monk's Walk School are internally accommodated in the following manner:

- A designated member of the invigilation team is responsible for the issue of word processors to candidates and supervises all the procedures listed below.
- The exams office has 14 word processors which are for exam use only they are stored securely in the exams office between exams.
- Word processors are checked before each exam to ensure that no historical data is stored.
- Candidates with word processors are seated in the exam room near to a power point to ensure that they do not lose power. The word processors are positioned so that other candidates cannot see the screens (usually at the rear of the exam room)
- Where the number of candidates requiring the use of a word processor exceeds the number available, candidates are seated in an ICT room for their exam.
- Each ICT room will accommodate 15 candidates. Separate invigilation is provided for the ICT room with 2 invigilators being used for each room.
- Individual data sticks are used for exams, these are stored securely between exams and are handed to candidates at the end of the exam so that work is saved ready for printing. This process is supervised by an invigilator.
- Once the exam has finished an invigilator accompanies candidates to the exams office so that the work can be printed from the data sticks, the work is then checked and signed by the candidate
- The invigilator and the exams officer must sign the word processor cover sheet, this is then attached to the front of the work.
- Candidates are provided with instruction sheets each time they use a laptop in an exam, these instructions explain the following;
- ➢ How to set up the font sizes and line spacing.
- ➢ What information needs to be added to their exam script as a header row (name, candidate number, centre number etc.)
- ➢ That they must not use spell check or access the internet.